

Boys & Girls Club of Transylvania County Facilities Use Policy



The Cindy Platt
BOYS & GIRLS CLUB
OF TRANSYLVANIA COUNTY

1. Statement of Purpose

The Boys & Girls Club of Transylvania County (BGCTC) was established in 1999 with a mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The primary purpose of the facilities of the Club is to further the mission of Boys & Girls Club by serving as a location for BGC programming. A secondary purpose of the facilities is to provide a gathering space for activities that serve a common purpose with BGCTC, helping young people reach their full potential through academic success, healthy lifestyles, and good character and citizenship.

2. Definition of Facilities

For purposes of this Facility Use Policy, the term “Facilities” includes, but is not limited to the Boys & Girls Club of Transylvania County’s main clubhouse (located at 11 Gallimore Road), the Sykes Family Teen Center, the Destiny facility, as well as the grounds and landscaped areas, and the parking areas.

3. Reservations and Rental of Facilities

- a. Use of the Facilities by individuals, groups or organizations other than BGCTC will take place through a reservation system. Reservations should be requested by submitting a formal request via the website (bgctransylvania.org). BGCTC will determine the dates on which Facilities may be used or rented, giving priority to BGCTC programming.
- b. BGCTC may require a Facility Rental Agreement, Waiver of Liability, Certificate of Insurance, and/or a security deposit for all events.
- c. When evaluating a request to reserve the Facilities, BGCTC Executive Director, Assistant Executive Director, and Operations Director referred to as staff, will consider the purpose of the use and, if applicable, the mission and values of the organization seeking a reservation to determine if the proposed use serves a common purpose with BGCTC’s mission. BGCTC reserves the right to deny use of the Facilities by any individual or organization seeking a reservation for any reason, including but not limited to prioritizing use of the Facilities for BGCTC programming, determining that the proposed use would unduly burden BGCTC, or concluding that the organization requesting use of the Facilities espouses beliefs incompatible with the mission, vision, inclusion policies and values of BGCTC.
- d. BGCTC retains the right to revoke a reservation at their discretion.
- e. BGCTC will maintain a schedule of Facility Rental Fees to be reviewed annually by the Executive Director.

4. Rules for Use of Facilities

The following rules will apply to use and rental of the Facilities:

- a. Any individual or representative of an organization using or renting the Facilities must be at least 21 years of age. BGCTC may request that the individual or representative present a government-issued photo I.D. as proof of age, and any group of individuals using or renting the Facilities must have at least one person 21 years of age present throughout the entire duration of the group’s use of the Facilities.

- b. All animals, other than service animals, are prohibited at the Facilities, unless specific permission is granted by BGCTC staff.
- c. If multiple rooms/areas within the Facilities are used or rented on the same day by different parties, then the common areas and parking areas will be shared.
- d. Use of the Facilities must take place outside BGCTC's normal programming hours, as determined by staff. It is preferred that any outside activity ends 30 minutes before programming starts and not begin until 30 minutes after Club programming has ended. **All activities must end by 11:00 pm.**
- e. Any duly authorized member of the BGCTC staff has the right at any time during a use or rental period to enter all parts of the Facilities for the purpose of inspecting the Facilities.
- f. Users or renters of the Facilities shall not use BGCTC equipment without prior permission.
- g. BGCTC will not be responsible for lost or stolen items during any use of or event at the Facilities.
- h. At the conclusion of the use or rental of the Facilities, trash must be placed in the appropriate receptacle. BGCTC reserves the right to dispose of any materials left at the Facilities after the conclusion of the use or rental period. Excessive trash incurring additional pickup charges will be billed to the individual or organization that signs the Facility Rental Agreement.
- i. The user or renter agrees that the Facilities and all equipment within the Facilities will be left in their original condition at the conclusion of the rental period. The individual or organization signing the rental contract will be responsible for any missing or damaged items and will also be responsible for any damage done to the Facilities during the rental period.
- j. Smoking (including vaping) is not permitted on any BGCTC property.
- k. Use of illegal drugs is not permitted on any BGCTC property.
- l. Alcoholic beverages may only be served within the Facilities when approved in advance by BGCTC's Executive Director and when served by licensed purveyors in accordance with the law of the State of North Carolina.
- m. Due to the size of a proposed event, users or renters of the Facilities may be required to provide a restroom trailer(s) or portable toilets, at the discretion of the BGCTC staff.
- n. Users or renters of the Facilities may be required to hire security guards and/or parking attendants, at the discretion of BGCTC staff.
- o. BGCTC staff, at their sole discretion, reserve the right to revoke permission to use the Facilities if the users or renters are causing an undue disturbance, such as: excessive noise, unruly behavior, or for any similar reason.

5. Insurance Requirements

Renters of the Facilities are required to secure a general liability insurance policy in an amount not less than \$1 million provided by an insurance company licensed or approved to do business in the State of North Carolina. The renter shall provide a Certificate of Insurance making The Cindy Platt Boys & Girls Club of Transylvania County an additional insured on this general liability policy as a condition of securing approval to rent the Facilities. Additional requirements for insurance may be set forth in the Facility Rental Agreement.

6. Failure to Comply

At the discretion of BGCTC staff, any individual, group or organization that fails to comply with the terms and conditions set forth in this policy will be disqualified from use of the Facilities immediately.